

## Minutes ADRC of Eagle Country Governance Board Meeting June 22, 2018

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The Aging and Disability Resource Center of Eagle Country Governance Board meeting was called to order at 9:30 a.m., Friday, June 22, 2018 in Conference Room AB of the Richland County Community Services Building, 221 W Seminary St, Richland Center, WI.

**Members Present:** Bette Smart, Jack Jasinski, Elling Jones, Donald Seep, Teresa Wolkowski, Donald Stirling

**Members Absent:** Vern Demers, Lane Delaney, Belinda Granger, Marie Rakow, Donna McGinley, Chuck Whitsell

**Others Present:** Becky Dahl, Roxanne Klubertanz-Gerber, Roby Fuller, Susan Blodgett, Char Norberg, Ingrid Kovars

The meeting was called to order by Board Vice Chairperson, Bette Smart, at 9:35 am.

Update on board absences.

**Approval Agenda and Posting:** Motion by Jack Jasinski, second by Elling Jones to approve the agenda and proper posting. Motion carried.

**Approval of Minutes:** Motion by Elling Jones, second by Jack Jasinski, to approve the minutes of the May 25, 2018 Meeting. Motion carried.

### **Citizen Comments:**

**Welcome County Board Supervisors Chuck Whitsell, Sauk County, and Jack Jasinski, Juneau County**  
Introductions

### **Elections Chair and Vice Chair**

Elections for Chairperson were held. Elling Jones was nominated by Donald Stirling. Bette Smart was nominated by Elling Jones. Nominations were closed. A vote was taken resulting in 4 votes for Bette Smart and 2 votes for Elling Jones. Motion carried and Bette Smart was declared Chairperson of the ADRC of Eagle Country Governing Board.

Elections for Vice Chairperson were held. Teresa Wolkowski nominated Elling Jones for vice chairperson. Donald Stirling nominated Donald Seep for vice chairperson. Donald Seep declined the nomination. A unanimous ballot was cast for Elling Jones as Vice Chairperson. Motion carried and Elling Jones was declared Vice Chairperson of the ADRC of Eagle Country Governing Board.

### **Regional Budget Report**

#### **Approve Regional Office Monthly Expense Sheet**

Becky Dahl reviewed the expenses for the month of May.

Motion by Jack Jasinski, second by Elling Jones to approve the May expenses. Motion Carried.



**Recommend to Juneau County Finance and Computer Committee purchase Smart Phone and Lap Top: Regional Dementia Care Specialist**

Funding for the Dementia Care Specialist (DCS) position starts July 1. In order to purchase a phone and laptop we need a recommendation from this board. Motion by Elling Jones, second my Donald Stirling to recommend the Juneau County Finance and Computer Committee purchase a smart phone and laptop for the Dementia Care Specialist. Motion Carried.

**Regional Budget Review**

Becky Dahl explained the regional budget. It was requested that totals appear on the sheet so it is evident where the budget stands when adding state and federal dollars, specifically with the Nursing Home Relocation Grant. The region is currently on target to draw more federal dollars than budgeted. The region is currently on target to use all of the state funding allocated (GPR). Brief summary of 2017 unused Nursing Home Relocation GPR which will be reimbursed back to the offices based on percentage of the work done in nursing home relocation. Update on the next regional fiscal team meeting on July 26, 2018. Brief explanation of the state reallocating ADRC budgets in 2019 affecting the 2020 budget. The need for an ad hoc committee at that time to put in place policies and procedures regarding the regional budget and how it is handled was discussed.

**Approve Contract Agreement Updates**

Contracts are still in review with the Corporation Counsels in the four counties so we have nothing to approve yet. This item will be discussed at the next meeting in July.

**ADRC of Eagle Country Process Improvement Project “Looky Hear” Highlighted**

The ADRC of Eagle Country's latest Process Improvement Project was highlighted at a state level as a best practice. Basic overview of the Process Improvement Process was discussed.

**Joint ADRC of Southwest and Eagle Country Governing Board Fall Advocacy Meeting**

This meeting will be held in Dodgeville on October 29<sup>th</sup>. We will give more details as the meeting agenda develops. Currently Becky Dahl is working with Mary Mezera, Regional Director of the ADRC of Southwest Wisconsin, and Janet Zander, Advocacy and Public Policy Coordinator of Greater Wisconsin Area Aging Resources, to develop an agenda for the day. It was discussed that by November we might know who our new legislators are and we might want to consider this meeting in November instead of October. Becky Dahl will broach this topic with the other planners.

Discussion on Medicare card changes. AARP has done a survey and found most recipients don't know how the changes will take place and are vulnerable to scams regarding these changes. AARP has materials that will help alert Medicare recipients of what to expect and how to protect themselves from scams.

**Dementia Care Specialist Update**

The first interviews have been completed and second interviews will take place on Monday, June 25<sup>th</sup>. There will be extensive training once an applicant is hired that will enable the person hired to be an expert in their field. We have established a position soon enough that we can allow whoever is hired to be able to give a good amount of notice for their current employer. The plan is that the Dementia Care Specialist will be in the regional office once a week and will be doing much more work in the other offices and in the field with communities and clients.



**Summarize Regional Updates – Office Managers:**

**Regional:** New Dr. Flower's customer satisfaction surveys are being done by paper and posted on the regional website. There are postcards we have that can be given to customers so they can take the survey online after services.

**RC:** Outreach is being done regarding Farmers Market Vouchers and Medicare Maze. Tai chi classes just ended and a second class is starting right away. The Caregiver Support Group has added respite to allow caregivers to bring the person they are caring for. A new Information and Assistance Specialist is being trained and will hopefully be starting on intake in mid July. Transportation program 5 year coordinated plan and aging plan in progress.

**Mauston:** Both Information & Assistance Specialist have had Continued Skills Testing for the Functional Screen. The office has started a process improvement project to help with caseloads and to reduce customer wait time. The office has adapted the Richland Center intern process to meet their needs and would like to add in a piece about dementia to their intern process.

**Baraboo:** Work has started on the 2019 budget. Lake Delton Senior Center has served 68 people so far. The meal site in Plain serves an average of 40 people per day. The Spring Green meal site will be closing two days per week. The county might hire someone to do an aging study in Sauk County in order to plan for what aging services will be needed in the county moving forward.

**PdC:** Roby Fuller, Office Director, is still getting established in the office. Listening sessions are taking place for the aging plan. Outreach in the community includes parades and the County Fair this year. Progress is being made on the transportation plan. A dietitian position will be posted due to a vacancy. Looking for two additional bus drivers. The transportation program has been very busy. Also trying to increase participation in the volunteer program.

**Citizen Comments:**

**Next meeting date:** July 27, 2018

**Other Discussion and Suggested items for Next Agenda:**

DCS update. Joint meeting update. Contracts. Board education: supportive decision makers.

**Adjourn:** Motion by Jack Jasinski, second by Teresa Wolkowski to adjourn the meeting.  
Meeting adjourned at 11:17a.m.

Respectfully Submitted,  
Ingrid Kovars  
Administrative Secretary

Reviewed by Becky Dahl: BD, June 27, 2018